

Statement of Work for Consultancy and Engineering Services

INL Jerusalem

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1. Introduction:

The USG and through the Framework Agreement (FA) with the PA has agreed to fund the renovation of up to 7 Palestinian Civil Police (PCP) stations in different locations in the West Bank. According to the FA, and following the signature of Implementation Letter No.49 (IL49), the MoF and through MoPWH shall assign a Designing Office to conduct some major technical assessments and tests, prepare tender documents and designs for the renovation process of the 7 PCP stations.

The objective of this is to provide consultancy and engineering service to INL Management for the renovation project under IL49. In which, the INL Hired Consultant shall monitor the assessment, testing, design and building modification process as done by the MoPWH Hired Designer. This service requires the review of studies; tests, technical reports, designs and tender documents prepared by a Designer.

The following and mainly from section 1 until section 5, it is a brief description for the projects, the duties and responsibilities of the MoPWH Hired Designer. And from section 6 to 8 is for the consideration of the Consultant.

2. Project description (IL49):

The renovation for the seven police stations in several governorates in the West Bank include all of the required internal and external works and infrastructure for each station as well as conducting structural re-enforcements for some of the needed buildings. The following are the PCP Stations agreed upon under IL49:

- 1. Qalqilya City Police Station:** The renovation includes part of a 5 floor building with an approximate total area of 1070 m² by performing the needed inspection works for all the systems in the building and replacement (where needed) of electric wiring and networks, mechanical systems and any necessary maintenance works for civil and electro-mechanical systems, constructing new architectural partitioning according to the needs of the Beneficiary, as well as inspecting water leakage in all floors and performing water-leaking and humidity treatment. In addition to building a kitchen and a mess hall on the roof after performing the necessary studies related to the buildings' structural capability and the ability to withhold additional floor. The building includes the following:
 - a. The Basement floor: with an approximate area of 70m²: Complete civil and electro-mechanical renovation work is needed.
 - b. Ground floor: with an approximate area of 125m²: Painting and water-leaking treatment is needed.
 - c. First floor: with a total area of 250m²: Complete civil and electro-mechanical renovation work is needed.
 - d. Second floor: with a total area of 250m²: Complete civil and electro-mechanical renovation work is needed.

- e. Part of the Third floor: with a total area of 250m²: 125m² of the total area needs overall civil and electro-mechanical renovation, whereas no need for the rest of the floor to be renovated since it has been recently renovated.
 - f. The roof: Removing old structure on the roof and building a new floor with a total area of 250m² (Mess hall and a kitchen).
 - g. External works: Solving sanitation problems since the building was constructed on a lower level than the municipality sewer lines in addition to performing the necessary maintenance for the main entrance and the security fence.
- 2. Nablus Police Station:** Renovating a building with an approximate area of 1780 m², inspecting and replacing electric wires, mechanical systems and all necessary maintenance for civil and electro mechanical works, as well as perform alternative floor partitioning and distribution in accordance to the needs of the Beneficiary. The renovation shall include inspecting water leakage in all floors and humidity treatment. The work includes maintenance of the following departments:
- a. The roof of the Main building: with an area of 1080 m² requires treatment for water leaking and drainage systems.
 - b. Criminal Investigation Department (CID): with an area of 864 m² located in the main building. Requires complete renovation in addition to water leakage treatment for the front facade as well as civil and electro-mechanical general inspection and maintenance.
 - c. Security Police department: with an area of 216 m² located in the main building. Requires complete renovation in addition to water leakage treatment for the front facade as well as civil and electro-mechanical inspection and maintenance.
 - d. Narcotics and Anti-Drug Department: with an area of 360 m² located in the main building. Requires complete renovation in addition to water leakage treatment for the front facade as well as civil and electro-mechanical inspection and maintenance.
 - e. Police Patrolling Department: with an area of 340 m² located in the annex building: “the consultant must perform the required tests to assess the building’s structural capacity to withhold the maintenance and renovation process.” It requires complete renovation in addition to water leakage treatment for the roof and the front facade as well as maintenance and replacement for civil and electro-mechanical systems in addition to perform remodeling and proposing new distribution plans.
- 3. Bethlehem Special Police Station:** the consultant should conduct the necessary tests to evaluate the building’s capability to withhold the maintenance and renovation process. This includes renovating the 1520 m² two-storey building, inspecting and replacing the electric and mechanical networks, performing complete civil and electro-mechanical maintenance works and inspecting water leakage and treatment for humidity in both floors
- 4. Hebron Police Station:** requires renovating a 500 m² three-storey building and a 40 m² room attached to it. Inspect and replace all electrical and mechanical networks, perform

complete civil and electro-mechanical maintenance works, propose new partitioning works in all floors in accordance to the needs of the Beneficiary, inspecting water leakage in all floors and treatment for humidity. The building requires the following works:

- a. Renovating the roof: (90 m² area) which is currently used as a kitchen, health unit, and sleeping area.
 - b. Renovating the ground and first floors: (area of 180 m²) these two floors require complete renovation in addition to replacement of all civil or electro-mechanical systems.
 - c. Renovating the annex building: used as a food warehouse and sleeping area.
 - d. Building an external kitchen: and a 80 m² dining hall based on the needs of the Beneficiary.
 - e. Renovating the water well.
 - f. External works: boundary walls, fences and building a security guard room.
- 5. Beit Jala Police Station:** renovating a two storey building, including a 130 m² ground floor and a 60 m² first floor, in addition to inspecting and replacing the electric and mechanical networks, performing complete civil and electro-mechanical maintenance works, renovating the stairways, redesigning and renovating the entrance, building a guards room and dealing with water leakage and humidity issues in both floors.
Note: This building is rented; therefore, all maintenance requires the approval of the owner and this should be obtained by MoI and the PCP.
- 6. Jericho Police Station (Kasr Al Kahrouf):** the Designer shall conduct the necessary tests to evaluate the capacity of the building to withhold maintenance, renovation and structural support that will be performed.
This is a 770 m² two-storey building that is in structurally-bad condition. Half of the building's space is unoccupied by the police due to the structural instability of the building. Thus, police members have been using outdoor caravans instead.
There are four specialized departments in the station (Administrative department, criminal investigation department, tourism department and traffic police department). The building needs overall renovation, replacing for power and electro-mechanical networks, performing complete civil and electro mechanical maintenanc, renovating the stairways and dealing with water leakage and humidity issue in both floors.
- 7. Al Thahriyya Police Station:** The police station is located inside a very old building in Al Thahriyya Muqata'a. Other security services share this building (i.e.: NSF and PG). It is a1000 m² two-storey Police wing. The ground floor is 600 m²; whereas the second is 400 m². Both floors' latitude is 5 meters. Renovation shall be performed in the part of the building where the police is located only and refrain from renovating any electro-mechanical and civil works that may affect other wings used by other security services.
Renovating the PCP station includes inspecting and replacing the power and electro-mechanical networks, performing civil and electro-mechanical maintenances and inspecting and fixing water leakage and treatment for humidity in the part of the roof that is being used by the police without affecting the other parts of the entire building.

The renovation process must not affect the building's external architectural look due to its historical significance.

3. Duties of the MoPWH Hired Designer:

(a copy of the MoPWH Designer's ToR in Arabic and as prepared by the MoPWH will be provided for more clarification)

1. Conduct a comprehensive technical, structural and soil tests for all the police stations in order to test their structural capacity for current and expected load after the renovation. The study shall include but not limited to (identifying engineering specifics for all structural elements based on laboratory tests done by a certified laboratory, as well as examine the strength of all structural elements based on the current load, and conduct a structural test to examine the current building's capacity for expected future load), identify all necessary maintenance and renovation (architectural, civil and electro-mechanical) works as well as provide a cost estimate for each activity.
2. Preparation of the Master Plan (2D & 3D), which includes all elements of the project for each of the mentioned PCP stations.
3. Necessary survey works must be completed and approved by a licensed surveyor in addition to a survey and prepare as built drawings for for all stations including all architectural, civil and electro-mechanical components.
4. Preparing all the required designs, plans and tender documents for each station individually.
5. Preparing the furniture and equipment tender with the needed IT specs for each station.
6. Preparing a project environmental impact assessment study (each station's needs, i.e.: electricity water and wastewater).
7. Preparing a comprehensive project report.
8. Preparing a monthly report that shows the flow of work and level of accomplishment.
9. Coordinating with the Beneficiary, MoI, MoF and the MoPWH on how to divide the tendering packages.
10. Preparing a detailed timeline that demonstrates the project's construction and execution mechanism (implementing Plan for construction and furnishing on the site).
11. Preparing and printing all license requirement drawings and documents for the use of the beneficiary and the MoI.
12. Submit an electronic copy of all of the above mentioned.

The engineering services required from the MoPWH Designer includes the preparation and printing of all architectural, civil, electrical and mechanical designs, priced and un-priced Bill of Quantities, special conditions, technical specifications and reports of the required numbers.

The Designer that receives the contract shall prepare the studies, designs and documents as well as provide all of the necessary relative engineering services, throughout the different phases as required by MoPWH and as follows:

Phase 1: Evaluation Phase:

This phase includes the following:

- a. Provide a timeline that includes the project's execution mechanism (work plan for design phases).
- b. A study of the project's needs that are prepared by the Beneficiary, MoI and the MoPWH.
- c. Attain the necessary information for preparing the study in addition to those related to services and infrastructure (electricity, water, sanitation, roads).
- d. Examine the current architectural distribution of the building and the new architectural needs for each station in coordination and consultation with the MoPWH.
- e. Conduct a technical, structural, and soil tests and study the current electro-mechanical systems (comprehensive evaluation and assessment) for each station and provide recommendations in that regard.
- f. Prepare an environmental impact assessment study and produce a report for each station.
- g. Prepare an overall report that contains all of the above with recommendations and cost estimates for the needed maintenance/renovation works that shall be conducted for each station.

“Phases two, three and four will be repeated for each station according to priorities and approvals.”

Phase 2 - Preliminary Studies Phase:

In this phase, the Designer must complete the following:

- a. Perform the modifications demanded by MoPWH regarding the first phase.
- b. Prepare a landscape survey plan for each station.
- c. A survey plan that shows the coordinates of each station.
- d. A topographic plan for the project's location showing contouring intervals that do not exceed 50 cm, identifying the bench marks with concrete and steel angles and showing the levels of the surrounding roads.
- e. The survey plan needed for each element and a survey plan for the project.
- f. Propose a new flow and partitioning plan for each floor in each station, in accordance to the needs of the beneficiary.
- g. An overall design that shows the elements of the project and showing the required services.
- h. A complete report that includes all of the abovementioned points, in addition to showing the basis of the architectural, civil, electrical and mechanical works in addition to the material which will be used in the renovation, taking into consideration using locally produced materials when possible.
- i. The Designer should prepare preliminary architectural design for each station showing each element in the project and identify the technical specifications of these elements.

The Designer must adhere to needs of the beneficiary and work within the estimated budget.

- j. Provide a preliminary description for all the systems that will be detailed in the upcoming phase, such as the civil, electrical, and mechanical systems, and facilities in each station, highlight the basics of the material used and its specifications, and determine the budget needed for each project.

Phase 3 - Designs and Tender Documents Phase:

This phase includes:

- a. Perform the modifications demanded by MoPWH regarding the second phase.
- b. The Designer should complete the final studies and designs related to all works, prepare the detailed design, bill of quantities and the required tender documents, and finally provide MoPWH with all needed documents and detailed design for review.
- c. The Designer should conduct any needed modifications required by MoPWH in addition to provide a modified tender documents.
- d. The consultant should submit three (3) hard copies and two (2) soft copies of the final tender documents and required reports.

Phase 4 – Review of the Final Design and Tender Documents Phase:

This phase includes:

- a. Perform the modifications demanded by the MoPWH regarding the third phase.
- b. The Designer should complete all the modifications and deliver the tender documents with the final report as follows:
 1. Fifteen (15) copies of the special conditions.
 2. Fifteen (15) copies of the technical special specifications.
 3. Fifteen (15) copies of the bill of quantities.
 4. Fifteen (15) copies of the designs in a proper size.
 5. A copy of the priced bill of quantities.
 6. Two (2) soft copies of all of the previous documents.

4. Timeframe for Phases:

Phase	Statement (Notification)	Calendar day
One	- Starts from the date of NTP until the completion of the work as required in the first phase.	55
	- Reviewing and evaluating the work of the first phase by	15

	MoPWH.	
Two	- Starts from the date of the written approval of MoPWH on the actions of phase one, which include the amendments requested by MoPWH regarding phase one and the completion of the actions of phase two.	35
	- Reviewing and evaluating the work of phase two by MoPWH.	15
Three	- Starts from the date of the written approval of MoPWH on the actions of phase two, which include the amendments requested by MoPWH regarding phase two, and the completion of the actions of phase three.	35
	- Reviewing and evaluating the work of phase three by MoPWH.	15
Four	- Starts from the date of the written approval of MoPWH on the actions of phase three, which include the amendments requested by MoPWH regarding phase three, and the completion of the actions of phase four.	10
Summary	Duration of Advisory work.	135
	The review period for MoPWH.	45
	Duration of the overall agreement, which includes the review of MoPWH.	180

5. KEY PERSONNEL- Technical Team:

1. Project Manager: Civil Engineer or an Architect with at least 12 years of experience.
2. Architect: at least 11 years of experience in the field of Architectural Design.
3. Structural Engineer: at least 11 years of experience in the field of Structural Design.
4. Electrical Engineer: at least 11 years of experience in the field of Electrical Design.
5. Mechanical Engineer: at least 11 years of experience in the field of Mechanical Design.
6. Quantity Surveyor: at least 10 years of experience in the field of Quantity Survey.
7. Surveyor: at least 10 years of experience in the field of survey.

6. Duties and Responsibilities of INL Consultant:

- The Consultant shall be in direct contract with INL Engineers and shall report to INL Engineers and INL Management only.
- The Consultant shall not be in contact of any of the stakeholders unless coordinated through INL Engineers.
- The Consultant shall provide written feedback and recommendation to INL Engineers in a period not later than 5 working days for each inquiry.
- The Consultant shall provide written feedback with all technical details and outcomes for every inquiry provided by INL.
- The Consultant shall attend a site visit with INL Engineers to see the current status of each of the 7 PCP Stations.
- In the said site visit, the Consultant shall bring the needed Architectural, Civil, Electrical and Mechanical expertise to monitor the current condition of the 7 PCP stations and the systems operating in each PCP station.

- From Phase one carried on by the Designer, the Consultant Shall:
 1. Review the architectural drawings for the current distribution of the buildings that is prepared by the MoPWH Hired Designer and the new architectural and distribution requirements for each station in accordance to the needs of the Beneficiary and provide recommendations to INL.
 2. Review of the technical, structural, and soil tests and studies of the current electro-mechanical systems that are done by the MoPWH Hired Designer for each station and provide written evaluation and recommendations to INL on the validity tests results.
 3. The Consultant shall advice INL if there is a need to conduct additional technical tests and if there is a need to repeat any test.
 4. Review the environmental impact assessment study for each station that is provided by the MoPWH Hired Engineer and provide INL with recommendations on the validity of the results and statements stated in the study.
 5. Review the overall report that MoPWH Hired Designer will produce in regards to phase one and provide INL with recommendations and feedback.
- From Phase two carried on by the Designer, the Consultant Shall:
 1. Review the complete report that is produced by the MoPWH Hired Designer and includes all of the points mentioned in phase two and provide INL with feedback on the validity of the information provided in that report.
 2. Review of the preliminary architectural design for each station prepared by the MoPWH Hired Designer showing each element in the project and identify the technical specifications of these elements and provide INL with feedback on whether the new design can impose any structural challenge to the building or any structural element in the building.
 3. Review of the preliminary description for all the systems and elements provided by the MoPWH Hired Designer such as the civil, electrical, and mechanical systems, and facilities in each station, and provide INL with feedback on the validity of the information stated in this report.
- From Phase three carried on by the Designer, the Consultant Shall:
 1. Review of the final studies and designs related to all works, including the detailed design, bill of quantities and the required tender documents, and provide INL with feedback if the new design can impose any challenge to the structural condition of the building.
- The Consultant shall provide his offer with detailed breakdown on the cost of each point stated in this upcoming table and payments shall be issued by INL post completion of each process.

Prices provided by the consultancy Office include the cost of experienced Engineers assisting in reviewing the above mentioned processes and produce reports. It also includes attending different meetings with INL Engineers and INL Management where needed, in addition to attending meetings with other PA stakeholders.